

Project / Task Organization

The following a description of the roles, responsibilities and authority of personnel typically involved in the life cycle of a project. It is acceptable to use these definitions to include in the Project/Task Organization Section (Element A4) of a Quality Assurance Project Plan. Some modifications may be necessary to accurately reflect personnel roles, responsibilities and authority of a specific project.

ADEQ Project Manager: Overall responsibility for the direction of the scope of work to be performed for the project. Provides final review and approval of documents, reports, plans, schedules, and other communications submitted pursuant to a Task Assignment. Provides coordination of the overall project, and provides consultant overview and direction.

ADEQ Project Hydrogeologist: Reviews technical documents, reports, plans, and schedules submitted pursuant to a Task Assignment. Provides technical comments, recommendations, and professional opinions to the ADEQ Project Manager and ADEQ Project QA Officer.

ADEQ Project QA Officer: Responsible for review and approval of quality assurance documents (including QAPPs) submitted pursuant to a Task Assignment. Provides comments and recommendations to the ADEQ Project Manager regarding appropriate methodologies, reporting limits, sampling and preservation techniques, Data Quality Objectives, and other chemistry and laboratory related issues. Performs data validation tasks or assigns and supervises ADEQ data validation tasks as requested by ADEQ Project Manager.

Contractor Project Director: Overall responsibility for the quality and timeliness of contractor work assignments. Ensures that contractor resources are available to meet project goals. Provides peer review and QA/QC for major project activities. Assists with and/or conducts some highly technical or critical tasks.

Contractor Project Manager: Oversees scheduling and management of all technical and non-technical aspects of the project (e.g., field activities, geology, engineering, and data collection, data analysis, report preparation, scheduling, costing). Reports to the ADEQ Project Manager and Contractor Project Director. Directs and supervises task managers and contractor Field Supervisors. Ensures that all field personnel understand the scope of work including QA/QC requirements.

Contractor Field Supervisor: Plans and supervises drilling operations and field engineering activities, obtains necessary permits, and supervises sampling and other field activities. Schedules and manages various field task (e.g., sample collection, well installation, data collection, quantitative analysis, data interpretation). Makes certain that the Quality Assurance Project Plan (QAPP), Field Sampling Plan (FSP), and Health and Safety Plan (HSP) are implemented.

Contractor QA Officer: Coordinates the receipt of data from the laboratory. Performs data validation tasks or supervises staff or data validation contractors performing data validations tasks. Communicates with the contractor Project Manager regarding laboratory data packages or data validation concerns. Coordinates evaluation of data with laboratory and/or data validation subcontractor.

Laboratory Project Manager: Ensures laboratory resources are available, reviews final analytical reports produced by the laboratory, reviews and approves QAPP, coordinates scheduling of laboratory analyses, and supervises in-house chain-of-custody procedures.

Laboratory Director: Oversees data review and preparation of analytical reports. Allocates appropriate laboratory resources to meet project goals.

Laboratory QA Officer: Maintains laboratory quality assurance procedures and QA/QC documentation. Conducts periodic internal laboratory audits and recommends corrective actions when necessary. Reviews and provides comment on the QAPP.

Data Validation Project Manager: Reviews QAPP for appropriate methodologies, reporting limits, sampling and preservation techniques, Data Quality Objectives, and other chemistry and laboratory related issues. Performs data validation tasks or assigns and supervises staff performing data validation tasks. Reviews and approves each validation. Communicates with the contractor Project Manager regarding data validation concerns and coordinates between the contractor and the laboratory.